



American Embassy, Manama ✧ Human Resources Office

**JOB VACANCY ANNOUNCEMENT
REMINDER**

GSO ASSISTANT

Announcement Number: 09-14 (bis)

OPEN TO	US Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs)
POSITION:	GSO Assistant (<i>Position # 97-052012</i>) (<i>This is a sensitive position requiring a Top Secret security clearance</i>)
OPENING DATE:	Tuesday, May 19, 2009
CLOSING DATE:	COB June 2, 2009 - or - Until Filled
WORK HOURS:	Full-time; 40 hours/week
SALARY:	Position grade FP-7 (\$33,817/year) <i>All FP position grades are determined by HR in Washington DC</i>

The American Embassy in Manama is seeking candidates for employment as a GSO Assistant in the Embassy's General Office (GSO).

BASIC FUNCTION OF THE POSITION

The incumbent serves as the Assistant in the General Services Office (A/GSO), reporting to the American direct-hire officer. Manages all facets of the GSO operations, specifically Property Management, Motorpool and Housing functions. The A/GSO fills in for the GSO and assists the Acting GSO during the GSO's absence. Oversees provision of services to ICASS customers, providing and modeling exceptional standards of such service.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office. Contact extension x2937.

QUALIFICATIONS REQUIRED

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** High school graduate or GED is required. Some college courses are required.
- 2. Experience:** At least 2 years professional administrative, management or similar logistical, support work experience in an office setting is required.
- 3. Language:** Level 4 (fluent) spoken/written English is required.
- 4. Knowledge:** Knowledge of the workings of an embassy is required; knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources are required; knowledge of principles and processes for providing customer and personal services are required.
- 5. Abilities & Skills:** Strong oral and written communication skills are required; ability to work effectively with all sections of the Embassy and within the business community is required; strong computer skills, including MS office, Word and Excel is required; ability to manage, supervise and counsel staff and assist in correcting job-skill deficiencies are required; ability to solve problems independently after accurately interpreting regulation(s) is required; time management skills to prioritize, organize, and accomplish workload is required; solid mathematical skills are a must.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Must be able to obtain and hold a Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement 09-14 (bis)

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or unmarried child at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee’s or uniformed service member’s post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

- An EFM for this position must be a U.S. Citizen.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH for this position must be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS TUESDAY, JUNE 2, 2009 (or until filled)

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: MGT : GNavadel; Cleared: GSO: AAitken FMO:HDesjardins